



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

February 22, 2022 NOTICE OF JOB VACANCY #22-86

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 4
SALARY: \$81,979.98 to \$116,912.67
LOCATION: Division of Criminal Justice
State Grand Jury
Hughes Justice Complex, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction and supervision of the Chief of Staff, Deputy Director, Director, or other executive officer or supervisory official in the Division of Criminal Justice ("DCJ") or the Department of Law and Public Safety ("LPS"), this Administrative Analyst 4 serves as the Clerk of the State Grand Jury. This position is responsible for supervising all aspects of State Grand Jury, through the implementation of policy and the development, management, and control of plans, programs, and operations, by employing accepted techniques of management. This Administrative Analyst 4 is responsible for the execution of State Grand Jury process and functions, including related policies and procedures; serves as liaison to the Assignment Judge assigned to the State Grand Jury; provides assistance to all persons selected to be State Grand Jurors to ensure the effective performance of their duties; prepares various reports; prepares Orders and Verified Petitions; supervises State Grand Jury staff, including performance reviews; accountable for record retention of all State Grand Jury files; tasked with ensuring integrity and confidentiality of State Grand Jury proceedings; required to change format from in-person to virtual, as needed; oversees all requirements for effective State Grand Jury proceedings; performs other related work and duties, as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to candidates with demonstrated management experience; excellent written and oral communication skills; the proven ability to effectively work with a broad cross-section of stakeholders; and experience with the grand jury process.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-86 and a current resume on or before the closing date of March 22, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

